

# Pioneer Technology Center Performance Profile

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## **Title**

Work Ready Oklahoma (WRO) - Program Manager

## **Employer Brand**

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

## **Organizational Value**

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

## **Behaviors**

1. Relator - 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting
2. Connector - 5: Deliberate, Productive, Disciplined, Focused, Goal-oriented
3. Includer - 4: Dependable, Loyal, Team-focused, Reliable, Responsible
4. Facilitator - 4: Encouraging, Observant, Intuitive, Perceptive, Insightful

## **Skills**

1. Integrity, credibility, and a commitment to and passion for the program's mission – 5
2. Strong organizational, problem-solving, and decision-making skills; accuracy; and attention to detail – 5
3. Strong written and verbal communication skills, including public speaking and ability to share information in a compelling way about the program's mission and projects – 5
4. Ability to devise short- and long-term plans and implement them – 5
5. Expertise in project management and budgeting – 5
6. Ability to collaborate and build relationships with diverse groups, both internal and external – 5
7. Communicate effectively with staff, students, clients, and stakeholders – 5
8. Self-motivation, with an attitude toward work that is resourceful and innovative – 5
9. Working in a team environment – 5
10. Proficient with computer technology and software – 4

## **Experience**

1. Three years of experience with project management – 5
2. Three years previous supervisory experience – 5
3. Knowledge of the TANF and Oklahoma Health Services (OHS/DHS) funded programs – 4

## **Education & Credentials**

Bachelor's degree in organizational management, social work, business administration or related field required; Master's degree preferred

## **Physical Factors**

Be able to perform under stress when confronted with emergency, critical or unusual situations. Physical demands include reaching, handling, finger dexterity, feeling, learning, near acuity, far acuity, depth perception, field of vision, naturally or with correction, close areas, and good eye-hand coordination

## **Standards of Performance**

The Work Ready Oklahoma Program Manager will be evaluated annually.

## **FLSA Classification**

Exempt

## **Contract Length**

12-month (Grant Funded Program)

## **Reporting Relationship**

Responsible to the Pioneer Technology Center Board of Education, Superintendent/CEO and Executive Director, Full-Time Programs, Director of Instruction, and Work Ready Oklahoma Program Coordinator.

## **Supervisory**

Employment and Job Coach  
Administrative Assistant Assigned to the program.

## **Working Relationships**

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

## Activity Summary

### 1. Essential Functions

- a. Oversee and manage day-to-day operations
- b. Support the Program Coordinator in developing objective performance measurements to ensure all employees have consistent, high-quality evaluation and goal-setting procedures
- c. Participate in the recruitment, hiring, training, and orientation of WRO staff members
- d. Manage daily interactions with WRO participants
- e. Provide facilitation and hands-on coaching during WRO work readiness workshops to complement the distance learning content
- f. Review participant evaluations to determine how services can be improved
- g. Collaborate with the TTA provider to coordinate monthly workshops and delivery of the WRO curriculum to low-income adults and underserved communities
- h. Maintain and analyze accurate workshop data, including attendance rosters, assessments, and other required reporting documentation
- i. Ensure information is properly recorded and communicated to the Program Coordinator, OHS, and the TTA team

### 2. Department/Staff Supervision

- a. Supervise administrative personnel as assigned.
- b. Perform evaluations for all personnel in areas of supervision

### 3. Program Management

- a. Establish a working relationship with state and local support agencies and core partners to ensure appropriate placement of participants in the program
- b. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.

### 4. Support Career Readiness and Employability Outcomes

- a. Work with participants, OHS, and other agencies to remove barriers to training and employment
- b. Monitor the progress of participants in training
- c. Inform students prior to program completion of the availability of job placement services.
- d. Maintain and distribute job placement and employment opportunities to appropriate students and staff.
- e. Maintain communication with community and state agency personnel regarding WRO program.
- f. Maintain continued contact with the community and partner agency personnel through an active advisory committee.

### 5. Records Maintenance

- a. Work with Work Ready Oklahoma Program Coordinator to prepare and monitor budget, adjust budget items as needed, and prepare submissions for reimbursement (purchase orders).
- b. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by WRO, OHS, and ODCTE.
- c. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by OHS and ODCTE

## **6. Professional Responsibility**

- a. Conduct participant follow-up reports and visits
- b. Attend in-services, workshops, and conferences for program improvement and professional growth.
- c. Keep informed of current and future state and national legislation affecting the funding of the WRO and OHS programs.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.